



Paralegal

Saint Paul, MN, United States

JOB DESCRIPTION

Description:

The Office of Lawyers Professional Responsibility located in downtown St. Paul seeks a full-time Paralegal. The position provides support to the office's attorneys in investigation, litigation, and other tasks and requires strong writing and analytical skills.

Examples of Job Duties:

- **Investigation:** Determine and obtain necessary information and/or documents for the evaluation and/or prosecution of a complaint; interview and assess the credibility of complainants and witnesses; attend meetings with respondents and others; prepare and maintain necessary file memoranda, correspondence, and chronologies; and assist the office's attorneys in determining the disposition of complaints.
- **Litigation:** Assist in identifying necessary witnesses and exhibits; prepare exhibit lists and assemble exhibit notebooks; draft affidavits and declarations of witnesses; attend pre-hearing meetings and conferences; arrange for service of process; draft discovery requests and responses; and attend and assist at trials and other hearings.
- **Drafting:** Analyze facts and circumstances; make preliminary determinations of rule violations and prepare drafts of necessary charging, dispositional, and other documents for attorney's review.
- **Administrative:** Respond to telephone inquiries regarding the disciplinary process, lawyer discipline histories, and individual complaints and cases; assist in the administration of probation files; and assist in other non-case related departments.
- **Bank Account Auditing:** Review and inventory lawyer trust account books and records to determine compliance; audit and analyze trust and business account activity; prepare memoranda summarizing audit findings; make recommendations regarding additional information to obtain.

Typical qualifications:

Below are the past experiences that will enable success in the role. For the education requirements listed, the equivalent number of years of related experience may serve as a substitute.

Minimum Qualifications:

- Possession of an associate degree from an accredited college or university in law, criminal justice, court administration, or related field.
- Certification as a paralegal in lieu of an associate degree.
- 2-3 years of experience performing paralegal or technical legal work.
- Strong writing and analytical skills.
- Complete working knowledge of Microsoft Word, Excel, and Access.

Knowledge, Skills, and Abilities:

Knowledge of rules of court, opinions, related case law, statutes, legal guidelines, and policies and procedures relevant to area of assignment.

- Knowledge of methods and procedures involved in drafting, composing, processing, and reviewing a variety of legal documents.
- Knowledge of modern office practices and procedures.
- Skill in the operation of a personal computer and multiple software applications.
- Ability to review information and make determinations of facts and credibility.
- Ability to handle sensitive and confidential matters and files appropriately and in compliance with all applicable court rules, policies, and statutes.
- Ability to read and interpret legal documents of varying types and complexity and apply knowledge of specific laws, statutes, and rules to individual cases.
- Ability to understand and follow instructions.
- Ability to prioritize work in a fast-paced environment.
- Ability to establish and maintain effective working relationships with others within and outside of the Judicial Branch.
- Ability to learn professional responsibility rules, procedural rules and court and office policies.
- Ability to communicate clearly and concisely, both orally and in writing, with a diverse group of people.
- Ability to learn computerized programs.
- Ability to work independently and multi-task, strong organizational skills, and an ability to prioritize.
- Ability to understand and follow oral and written instructions with minimal direction.

Preferred Qualifications:

- Advanced degree from an accredited college or university in law, criminal justice, court administration, or related field.
- Paralegal experience supporting litigation.

Salary:

The expected starting salary range for external candidates is \$29.13 - \$37.18 per hour (\$60,823 - \$77,632 annually). The full salary range for this position is \$29.13 - \$45.22 per hour (\$60,823 - \$94,419 annually). This position is non-exempt under the Fair Labor Standards Act and is eligible for State of MN employee benefits:

Supplemental Information:

Position Logistics:

The Minnesota Judicial Branch (MJB) is committed to providing fair and equal access to justice. If you share this same commitment, desire a meaningful career serving the public, and want the opportunity to make a difference for your community, consider a career with us. We celebrate and are committed to the principles of diversity and inclusion, and actively seek and encourage applications from persons with diverse backgrounds and characteristics. Minnesota Judicial Branch employees consistently express pride in their public service and in the quality of programs and services provided to customers, as well as appreciation for the teamwork and collaboration that is promoted within the MJB.

This position will be completed in a hybrid environment, where some of the work is performed in the office and other work can be performed remotely. Access to a reliable internet connection is required.

TO APPLY:

Complete and submit your online application with a cover letter and resume attached by 10/29/2024 at 11:59 pm. All employment offers are contingent upon satisfactory results of our background check processes.

ABOUT US

Why Work for Us?

Minnesota Judicial Branch employees consistently express pride in their public service and in the quality of programs and services provided to customers, as well as appreciation for the teamwork and collaboration that is promoted within the MJB. We celebrate and are committed to the principles of diversity and inclusion, and actively seek and value diversity in professional background and cultural characteristics. We are intentional and mindful about the organizational culture we are building, seeking broad-minded individuals with robust capabilities who value supporting one another's growth.

Employee Benefits

The Minnesota Judicial Branch cares about and invests in you as an employee. Because of that, we offer affordable yet competitive benefits to support you and your family's wellbeing. Our comprehensive benefits package for eligible employees includes health and wellness benefits, enhanced fertility benefits, short- and long-term disability, pension, paid parental leave, tuition reimbursement, and more. Learn more at Employee Benefits - Careers at the Minnesota Judicial Branch Careers. Minnesota Judicial Branch employees may also be eligible for the Public Service Loan Forgiveness program. This federal program allows qualified individuals to have their loans forgiven after meeting certain requirements working in public service. You can learn more about this program from the Minnesota Office of Higher Education and the office of Federal Student Aid.

Equal Employment Opportunity

It is the policy of the Minnesota Judicial Branch that all decisions regarding employment are made without discrimination on the basis of disability. Please let us know if you need a reasonable accommodation for a disability to participate in the employee selection process by contacting Human Resources at DeAnthony.McKinley@courts.state.mn.us. The Minnesota Judicial Branch is an Equal Opportunity Employer. It is the policy of the Minnesota Judicial Branch that all decisions regarding recruitment, hiring, promotions, and other terms and conditions of employment be made without discrimination on the grounds of race, color, creed, religion, national origin, gender, marital status, status with regard to public assistance, membership or activity in a local human rights commission, disability, sexual orientation, or age. We value and encourage applicants from diverse backgrounds.

Internal Applicants

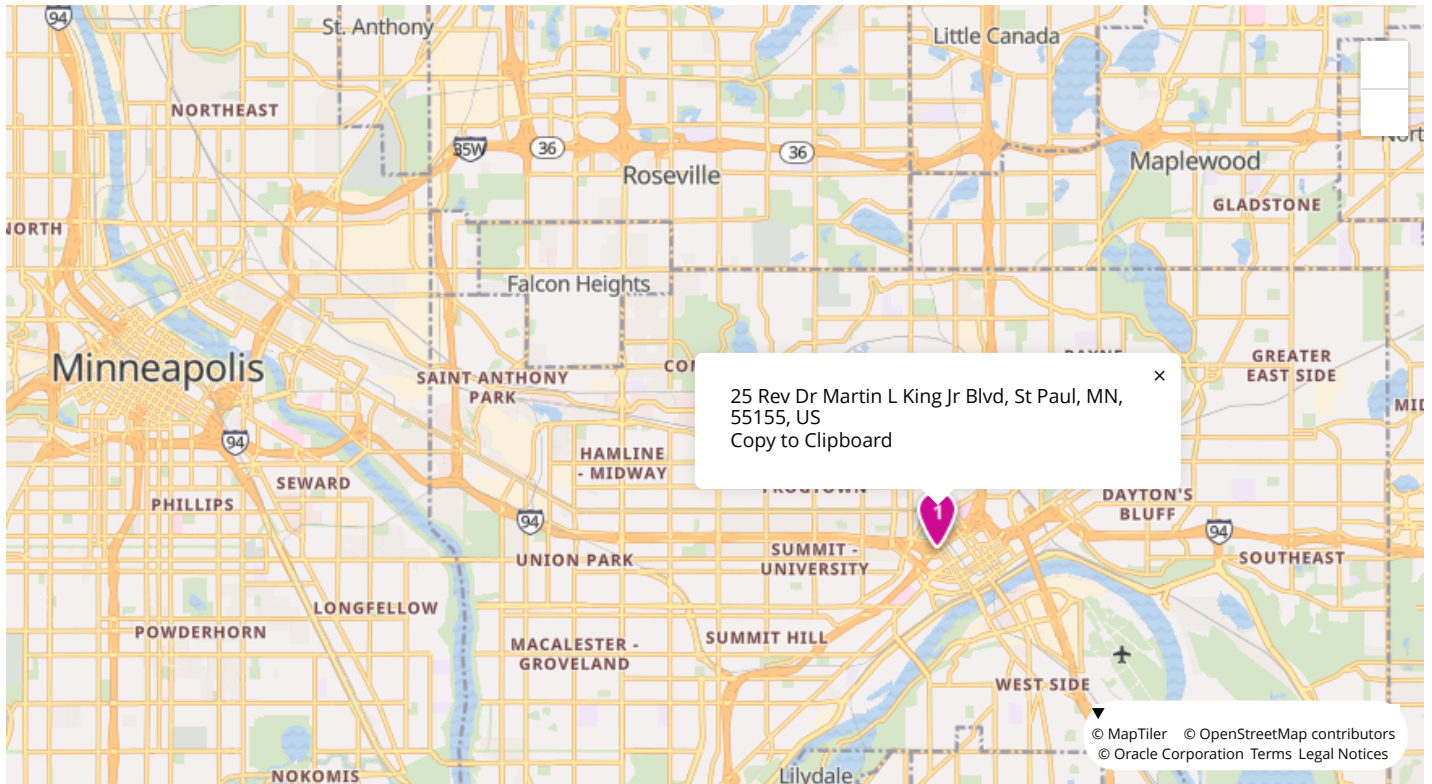
If you are a current employee of the Minnesota Judicial Branch, please apply to open positions conveniently through your Oracle account by visiting Opportunity Marketplace - Browse Opportunities.

[APPLY NOW](#)

JOB INFO

Job Identification	462
Job Category	Law Careers

Posting Date	10/04/2024, 03:00 PM
Apply Before	10/29/2024, 11:59 PM
Job Schedule	Full time
Locations	📍 25 Rev Dr Martin L King Jr Blvd, St Paul, MN, 55155, US
Min Salary	\$29.13
Mid Salary	\$37.18
Max Salary	\$45.22
Remote or Hybrid Eligible	Yes - Hybrid
Job Type	Standard



[MINNESOTA JUDICIAL BRANCH HOMEPAGE](#) [RETURNING APPLICANTS](#)